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Approved For Release 2002/05/01 : CIA-RDP82R00129R000100010071-1

63-359

14 JAN 1963

MEMORANDUM FOR: Chief, Salary and Wage Division, OP

VIA : Director of Personnel

SUBJECT : USIB Executive Secretariat, O/DCI-
Desk Audit

It is requested that a desk audit be made of the several positions in the USIB Executive Secretariat, Office of the Director, and that appropriate job descriptions be prepared.

In a Fitness Report recently submitted on a number of the Secretariat, the Rating Officer referred to the enlarged scope and nature of duties and responsibilities assigned to the employee. Subsequently, he made inquiry concerning the possibility of upgrading the particular position. It is believed that an evaluation of all Secretariat positions would be helpful in determining the justification for the recommended action.

Signed

LYMAN B. KINGPATRICK
Executive Director

Concur:

Signed

25X1
Exec. Secy, USIB

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1 - Exec. Secy, USIB ✓
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